



## PHONE CONVERSATION RECORD

Conversation with:

Date 9 / 03 / 99

Name \_\_\_\_\_

Time \_\_\_\_\_ AM/PM

Company \_\_\_\_\_

Address \_\_\_\_\_

☐ Originator Placed Call

☐ Originator Received Call

Phone \_\_\_\_\_

W.O. No. \_\_\_\_\_

Subject \_\_\_\_\_

Notes: weather: 15, cool, 76°, windy

TP-01 ✓

XTP-A ✓

TP-02 ✓

XTP-B ✓

XTP-C ✓

TP-03 ✓

TP-04 ✓

XTP-D ✓

XTP-E ✓

XTP-F ✓

XTP-G ✓

XTP-H ✓

XTP-I ✓

XTP-J ✓

XTP-K ✓

XTP-L ✓

XTP-M ✓

XTP-N ✓

☐ File \_\_\_\_\_

☐ Tickle File \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☐ Follow-Up By: \_\_\_\_\_

☐ Copy/Route To: \_\_\_\_\_

Follow-Up-Action: \_\_\_\_\_

Originator's Initials \_\_\_\_\_